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Approved For Release 2001/08/15 : CIA-RDP57-00042A000100110001-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

FROM : Management Officer

DATE: 16 November 1950

SUBJECT: Table of Organization Changes in Administrative Staffs in Divisions of the Office of Operations Resulting from Management Staff Study.

1. Management Staff studies of the Administrative Staffs of the Divisions of the Office of Operations were transmitted to the Assistant Director for Operations as follows: (See Tab A)

- a. Summary of Divisional Studies
- b. Foreign Documents Division
- c. [REDACTED]
- d. Contact Division

2. The Assistant Director for Operations replied favorably to these studies as indicated by Tab B (Memoranda dated 20 October 1950 and 6 November 1950).

3. The following table of organization adjustments were indicated by the aforementioned Management Staff studies and are concurred in by the Assistant Director for Operations:

- a. Foreign Documents Division - Administrative Staff:
Delete: 1 Assistant Administrative Officer - GS-11
- b. [REDACTED] - Administrative Staff:
Add: 1 Assistant Administrative Officer - GS-11
- c. Contact Division - Administrative Staff:
Delete: 1 Clerk-typist - GS-3
- d. Contact Division - [REDACTED]
Add: 1 Clerk-typist - GS-3

4. The above changes are intra-Office in nature, do not alter personnel ceiling or the budgetary allotment, and have the concurrence of Classification.

5. Recommend approval.

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Attachments: Tab A and Tab B

Document No. 11/10/50NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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Date: 026 By: 026APPROVED: _____
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10/20/50

Assistant Director for Operations

12 October 1950

Management Officer

Summary of Management Staff Studies of Administrative Staffs in the Office of Operations.

1. Findings:

a. The dissimilarity of organization and operations of the three Divisions of the Office of Operations appears to warrant maintenance of three distinct Administrative Staffs. Moreover, the existence of two distinct communications systems to connect the field offices of these two divisions with their respective Washington headquarters and the operational and geographic separation of Contact Division and [REDACTED] [REDACTED] from each other lends support to the separation of departmental Administrative Staffs.

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b. Little or no coordination or exchange between the Administrative Staffs of the Office of Operations was evident. Opportunity for one Staff to benefit from work of another Staff was illustrated during the course of the Study. [REDACTED]

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[REDACTED] a Staff was in the process of drafting and issuing a field procedure to be employed in accounting for unvouchered funds. A similar procedure had been operative in Contact Division for some time. The Contact Division's experience and field procedure would have proved helpful to [REDACTED]

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c. The need to provide flexibility in departmental and field assignment of administrative personnel is recognized by [REDACTED] Office of Operations. Even with the addition of an extra position or two on this departmental staff, maximum flexibility would not be achieved. Thus far, the possibility of considering incumbents of all departmental Administrative Staff positions in the Office of Operations as likely exchange candidates has not been fully explored and the internal operations and procedures of the Administrative Staffs, Office of Operations, have not been coordinated to facilitate this concept.

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d. The acute personnel recruitment and morale problems of Foreign Documents Division, Office of Operations, require the personal attention of the Personnel Director and the Chief of the Administrative Staff, CIA, to develop new recruiting areas and to effect job satisfaction within Foreign Documents Division, Office of Operations.

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e. In those Staffs with field offices, it was found that channelization of all field actions through their respective departmental Administrative Staffs considerably increased the workload of headquarter's Administrative Staffs, proved cumbersome and time-consuming for effecting the desired action, and caused some duplication of effort between the field and head-quarters.

f. Generally, administrative procedures are well-designed and efficiently-administered. Some minor simplifications were suggested during the survey and instances of unnecessary or duplicate records were noted. However, the most significant reductions of workload in all the Administrative Staffs can be achieved only through the cooperation of Agency administrative officials:

(1) Extension of Agency machine records services administered by the Special Support Staff to the particular needs of these Administrative Staffs, Office of Operations, will eliminate considerable record-keeping and reporting.

(2) The elimination or simplification of reporting, record-keeping and other procedures prescribed by directives emanating from the Agency Administrative Staff, particularly for field transactions, would be welcomed. Moreover, provision of information, such as budget allotment by field offices, would facilitate operations.

g. Specific table of organization changes are indicated in the separate reports prepared for the Office of Operations Administrative Staffs. It is possible that total personnel strength can be reduced from two to four positions if the assistance indicated in paragraph f, above, is obtained.

2. Recommendations:

a. No action be presently taken to consolidate the Administrative Staffs, Office of Operations. However, if the character of Office of Operations field activities should change to the point that communication facilities should be moved or field establishments of the Contact and [REDACTED] should be integrated, then consideration should be given to a consolidation of the Administrative Staffs, Office of Operations.

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b. The operations of the three Divisional Administrative Staffs be more closely coordinated by periodic staff meetings, circulation of internal issuances and other coordinating devices. This would facilitate operations of the separate Administrative Staffs and would achieve the uniformity of operations required for departmental-field exchange of personnel.

c. Each activity concerning field activities be analyzed to determine if strict channelization of field action through departmental Administrative Staffs is required.

d. The assistance of the Chief, Administrative Staff, CIA, and the Chief, Special Support Staff, the Budget Officer and Personnel Director be solicited, as appropriate, to facilitate operations and to reduce the clerical workload of the Administrative Staffs, Office of Operations.

(Note: The Management Staff will render such assistance as may be requested.)

e. As procedural simplifications are achieved through machine records and other means, the tables of organization be periodically reviewed with the intent of reassigning positions in the Administrative Staffs to other segments of the Office of Operations.

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cc: Chief, COAPS ✓
Budget Officer
Personnel Director
Chief, Administrative Staff
Chief, Special Support Staff

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